

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
DEPARTMENT COORDINATOR

1. **JOB TITLE:** DEPARTMENT COORDINATOR
2. **DEFINITION:** The position of Department Coordinator requires an individual who possesses excellent secretarial and management skills and the personal disposition and the psychological qualities generally required of people who work well with other employees and the public. This is a mid-level position. The position is responsible to the Fire Chief and Deputy Fire Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT JOB LOCATION:**
 - a. The employee will operate a personal computer, typewriter, Dictaphone, 10-key calculator, facsimile machine, photocopier, multi-line telephone system, and other modern office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Administration Office of the Murfreesboro Fire Department. Work is generally performed indoors and in a smoke-free environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Maintains complete and accurate files and records on Fire Department personnel including applicants, existing employees, and former employees.
 - b. Collects data and writes detailed annual report for the Department.
 - c. Assists in the systems management of ET computer software for the Fire Department.
 - d. Develops, coordinates, edits, and disburses monthly Departmental newsletter.
 - e. Oversees Hepatitis vaccinations for the Department and maintains records on all personnel.
 - f. Accurately prepares, proofreads, and edits correspondence, reports, and other documents.
 - g. Efficiently schedules interviews, tests, and other appointments for fire personnel and applicants for employment.
 - h. Coordinates the sign up and orientation of new employees with the Personnel Department and within the Fire Department.

- i. Maintains personnel files of the Fire Department and coordinates with the Personnel Department to insure procedural compliance with personnel policies.
- j. Maintains an up-to-date copy of the City of Murfreesboro Employee Handbook and disburses revised sections to appropriate personnel.
- k. Answers inquiries from the public concerning positions available in the Department, and the application process and job description.
- l. Plans and coordinates retirement, badge pinning, groundbreaking, and ribbon cutting ceremonies.
- m. Downloads Tennessee Fire Incident Reports and transmits to State of Tennessee Fire Marshal's Office.
- n. Helps prepare annual budget report.
- o. Accepts funds for fire reports and submits monthly to the Tax Department.
- p. Prepares statistical information and graphs when requested.
- q. Purchases and maintains office supplies used by the Department.
- r. Oversees and maintains public service bulletin boards with current information and announcements.
- s. Answers telephone, greets public, and gives directions.
- t. Maintains confidentiality about information learned on the job.
- u. Knowledge of the Fair Labor Standards Act with the ability to compute overtime, compensatory time, and other special pay for all Murfreesboro Fire Department personnel.
- v. Prepares and distributes all claims involving Family Medical Leave Act, injury on duty, workers' compensation and temporary limited duty.
- w. Maintains records on absenteeism and attendance on all personnel
- x. Maintains complete and accurate records on all city hydrants and CUD hydrants within the city limits.
- y. Maintains records on street runs, apartments and schools for Murfreesboro Fire Department and Police/Fire Dispatch.
- z. Sits, stands, stoops and walks intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Delivers correspondence/documents to other departments.
- b. Transcribes tapes of personnel and fire investigations when required.
- c. Assists employees with questions relating to insurance coverage and other personnel matters.
- d. Maintains a monthly report of training and inspection hours.
- e. Maintains preplan information on businesses in computer and at each fire station.
- f. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must have high school diploma or equivalent.
- b. Must have five (5) years prior secretarial experience.
- c. Must be at least 21 years of age.

- d. Must have legal authorization to work in the United States.
- e. Possess excellent typing and keyboarding skills, 65 wpm or better preferred.
- f. Possess good working knowledge of personal computers required; knowledge and experience with Microsoft Office software preferred.
- g. Possess good working knowledge of dictating equipment, photocopying machines, multi-line telephone and inter-office communication system and ability to use same accurately and efficiently.
- h. Possess excellent human relations skills with the ability to communicate effectively, orally and in writing, with the public, elected officials, department heads and other employees of the City on fire personnel issues.
- i. Possess the temperament and good judgment to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.
- j. Possess physical and mental ability to work independently and confidentially.
- k. Possess physical and mental ability to file and maintain files and records of the Department.
- l. Possess excellent communication skills, both written and oral.
- m. Possess knowledge of or ability to learn departmental policies and procedures. Ability to perform the duties of the position for an entire workday.
- n. Knowledge of or ability to learn personnel policies and procedures.
- o. Ability to perform occasional overtime.
- p. Ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- q. Ability to concentrate and accomplish tasks despite interruptions.
- r. Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Safety Sensitive
Non-Exempt
August 15, 2005